

COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

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SECRETARY OF THE SENATE
PUBLIC RECORDS

2018 SEP 17 PM 5:51

Instructions: Use this form as a cover sheet for any paperwork you may need to submit to the **Office of Public Records** in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. **Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.**

SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

Name of Traveler: Michelle D. Woods

Employing Office/Committee: Senate Committee on Homeland Security and Governmental Affairs

Travel Expenses Paid by (List all sources): Partnership for a Secure America

Travel Date(s): May 12-13, 2018

Description/Title of Attached Forms: Form RE-1: Employee Pre-Travel Authorization

Purpose of Amendment (describe the reason for amending original submission): _____

The Form RE-1 I submitted to OPR was not the final Form RE-1 approved by the Committee as part of my pre-travel packet.

09/17/18

(Date)

Michelle D. Woods
(Signature of Traveler)

Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

ETHIC MAY 3 18PM 1:02

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Michelle D. Woods

Name of Traveler: _____

Employing Office/Committee: Senate Committee on Homeland Security and Governmental Affairs

Private Sponsor(s) (list all): Partnership for A Secure America

Travel date(s): May 12-13

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Airlie Conference Center, Warrenton VA

Explain how this trip is specifically connected to the traveler's official or representational duties:

I serve as a Senior Professional Staff Member for Chairman Johnson's HSGAC staff, and national security (including foreign policy) issues are a part of my portfolio. Attending this retreat will enhance ability to negotiate in a bipartisan manner to advance sound policy.

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

5/3/18
(Date)

Michelle D. Woods
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Ron Johnson hereby authorize Michelle D. Woods
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

5/3/18
(Date)

Ron Johnson
(Signature of Supervising Senator/Officer)